

# Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

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**'Valuing Everyone As Learners'**

20<sup>th</sup> July 2021

## USEFUL INFORMATION FOR PARENTS OF PUPILS IN FOUNDATION STAGE

### Autumn 2021

#### **The School Day**

The school day begins at 8.55am and ends at 3.00pm. A member of staff will be on duty to greet the children at the gate from 8.40am. Activities are set in class from 8.40am and the children begin work as soon as they enter the classroom. Please ensure your child is in school by 8.55am. The morning session ends at 12.00 midday. The afternoon session begins at 1.00pm and ends at 3.00pm. The parents of Foundation Stage children should wait at the gate until a member of staff opens the gate to the outside area, where parents will now collect their children from directly outside their classrooms. Parents are expected to contact the school office if they are expecting to be late or if another person is to collect your child (including friend's parents at the school).

#### **The School Office**

The main school office is located in the KS2 building and this is the first point of call should parents need to arrange an appointment with the class teacher. As part of our COVID measures, currently there is a 'big yellow Gazebo' in front of the main building, admin staff are available to help parents each morning from 8.40-9.00am or please do email [office@giffardsprimary.sch.uk](mailto:office@giffardsprimary.sch.uk) or give us a ring on 01375 672138. We are limiting then number of adults on site as part of keeping our community safe.

#### **Breakfast Club**

Pupils in Foundation stage are welcome to attend Breakfast Club from **Monday 20th September 2021**, which is when they start school full time. Please let the office know if you intend for your child to start Breakfast Club so we are aware of numbers.

Giffards' Early Birds Breakfast Club is available for all children every morning:-

- It will be open Monday to Friday from 7.30am to 8.50am in term time only on days when the school is open to pupils.
- There is no need to book – just turn up on the day.
- Children may attend for the full week or on chosen days.
- Children should arrive **via the KS1 Entrance** no earlier than 7.30am and no later than 8.20am as no breakfast will be served after this time.
- Payment of **£2.50 per child per session** can be made in advance or on the day. Please note **if no payment** is received your child will be unable to attend.
- Payment **MUST** be **via the online payment system, Scopay.**

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- Breakfast Club will be situated in the KS1 Dining Hall. **Please use the KS1 entrance gates for access. There will be no access from main reception.**
- Breakfast will include a variety of cereals, yoghurts, milk, toast, fruit, beans on toast etc. There will be lots of games to play and activities for the children.
- Children will be expected to follow our school's 'Behaviour Policy and Sanction System'.
- Children will go to their classes from 8.45am.
- Breakfast Club will be led by trained members of staff who hold both Food Hygiene certificates and are First Aid trained.
- Please inform Breakfast Club staff if your child has any dietary or medical needs.

**In the event of closure** – for example, due to inclement weather, Breakfast Club will not run. We will endeavour to inform parents as soon as possible via Groupcall.

**Please note:** It is parents/carers responsibility to ensure that pupils get to the club safely; the school cannot be responsible for pupils until they are on our premises.

### Free School Meals for KS1

Your child will have an automatic qualification to receive a free school meal (FSM). Whilst dinners will be provided free of charge for all KS1 children, it is vital for us that children entitled to a Universal Free School Meal are registered. All children who have this entitlement need to be registered in order for the school to be able to claim the Pupil Premium funding for each child that this applies to. As you can imagine this funding is essential for us in order to be able to provided resources for our children. In order for the school to qualify for this additional funding, please can you check entitlement for Free School Meals by logging in to your Thurrock Resident Account or by creating an account. 'My Account' is a new way to access a range of services provided by Thurrock Council. To sign up go to:

**<https://www.thurrock.gov.uk/account>**

If you don't want your child to have a free school lunch but think you might be entitled, **please** still apply as even if the meals are not claimed, the school still receives the additional funding which will be used within the school for the benefit of your child.

### Snack

Foundation Stage children will be having a snack in the morning which may be linked to their learning such as food from the Hungry Caterpillar Book, for which there is a small charge of £6.50 for each half term. They have the option of choosing between milk (this is free for children under the age of 5 years old) or water with their morning snack. The children will have the opportunity to visit a class snack bar in the afternoon, where fruit is freely available.

### Water Bottles

Every Foundation Stage child needs a water bottle in class every day. These should go home every night to be washed and re-filled and then brought back in the following morning. They can be re-filled during the school day as necessary from the water dispensers with fresh plain water.

### Key Person

A Key Person is a named member of staff with responsibility for a small group of children, giving them the reassurance to feel safe and cared for and to build relationships with their parents. For the first half term in Reception the Key Person is your child's class teacher, closely supported by all of the EYFS staff to develop positive relationships with all the children. Your child will be assigned a Key Person in the second half term of school, a letter will be sent to parents. This will

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give the children time to settle into school life and give staff the opportunity to identify each child's individual needs and make informed judgements around how they will interact socially in a group.

**The role of the Key Person at Giffards is to liaise with the parents on a regular basis and to set aside time for your child each day, to ensure their needs are met.**

The Key Person system is flexible and if we feel a child would benefit from a change in Key Person this will be discussed with the parent/carer.

## **Behaviour**

We have revised our behaviour system in line with our focus upon meeting individual needs and teaching our pupils how to be effective learners through the 5R's for Lifelong Learning:

- Readiness
- Reflectiveness
- Responsibility
- Resilience
- Resourcefulness

We actively teach and refer to our golden rules:

- We are gentle
- We are honest
- We look after property
- We work hard
- We listen
- We are kind and helpful

These reinforce to children behavioural expectations and how to behave in and around school. We teach pupils that we are each responsible for our own behaviour and teach them behavioural skills just as we would teach them reading skills.

As a community we follow core values of:

- Perseverance
- Cooperation
- Thoughtfulness
- Respect
- Caring
- Responsibility

We use stickers and leaf points to reward individual pupils who follow the golden rules, show 5R's learning behaviour and demonstrate our core values. We actively "catch the good" and praise positive behaviour to reinforce our expectations.

We continue to use our zone behaviour system across the school so that there is a consistent approach for our pupils. We have changed some of the words we use to help pupils understand and take responsibility for their actions.

If children display inappropriate behaviour they are reminded of the behaviour expectations; this is often enough to settle them back on track for learning. A verbal warning follows if inappropriate behaviour continues. For those children who continue to make poor choices the next step is to be

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given a “thinking zone”; a five minute timer is used to provide a visual prompt to the pupil. Generally, following a “thinking zone” pupils have refocussed.

Should their behaviour continue to be unacceptable they are told there will be a “consequence” to their actions. “Consequences” replace “reflection zone” in our zone system to ensure clarity. Children may also be given a consequence for behaviour that is more serious where a warning would not be appropriate, such as hurting someone else or deliberately damaging equipment.

A “consequence” will typically mean the pupil missing some minutes of the next break or lunch where they will spend time with their teacher or a member of the inclusion team discussing the rules they have broken and planning how to minimise the risk of it happening again. As a result of this discussion further consequences may be imposed. We aim to match consequences to the inappropriate behaviour wherever possible. For our youngest pupils in our early years’ classes the system remains the same although their consequence is typically sitting out with an adult discussing the incident. We will inform parents if their child has had a “consequence” during the day to work in partnership.

We will be holding drop in sessions with our inclusion team this term and will be more than happy to discuss any aspect of our behaviour system or supporting pupils.

### **Parent Share**

As a school we continually build a record of your child’s development within the school; however we recognise that parents have a lot of evidence from your own knowledge of your child. We will be using “Parent Share” to incorporate this information so that we have a full picture of your child’s strengths and areas of development. Emails will be sent out explaining how you can contribute to your child’s assessment.

### **On-Line Payment System**

We are a cashless school and all money must be paid via our on-line payment system Scopay. This is our preferred way for you to pay; it is quick, easy and secure. Parents will be issued with online payment registration letters in September.

### **Bags**

There is very little room in cloak areas so we request that children only bring in a school book bag as we just do not have the space to store larger bags. We understand that for some clubs an extra bag is needed on that day – if this can be kept to a small string type PE bag that would be appreciated. We will continue to monitor this and may have to inform you personally if your child’s bag is causing a hazard! Please may we request that you do not put key rings on your child’s book bag as this can hinder the children learning to recognise their own name.

### **Curriculum Information**

#### **Topic**

Our topic in the first term is **Who Am I? Who helps Us?**

Most subjects are taught through cross curricular themes as far as possible.

Within the new foundation stage curriculum there are seven areas of learning, split into **PRIME** and **SPECIFIC**.

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## Prime Areas of learning

These areas are key to children's development and are considered time limited. If not securely in place by the end of Foundation they will be more difficult to acquire and their absence may hold a child back in other areas of learning.

## Communication and Language

Communication and language underpins all aspects of the Foundation Stage Curriculum. We encourage the children to develop their speaking and listening skills through storytelling, role play using puppets and imaginative play inside and outside. A focus on reading, discussing and sharing a wide variety of stories, develops their understanding and speaking. It is crucial that children learn to express themselves fluently in full sentences and have a wide vocabulary.

## PSHE (Personal, Social and Emotional Development)

It is important that children learn to manage their feelings and can express themselves verbally. Much of our learning in Foundation Stage is fun, hands on and play-based, through this children develop the confidence to take part in child-initiated and teacher led tasks. They learn to play and communicate with each other and build good relationships. We teach children good social skills and support children in taking turns, sharing and expressing needs and feelings in an appropriate manner. We encourage children to be independent in school, so please encourage your child to dress and undress independently and put on their coat, hat, gloves and shoes for themselves at home.

## Physical Development

We will be introducing basic skill games and dance during this term. The children will be developing gross motor skills (running, jumping, kicking, hopping etc) during PE sessions. Many activities in class develop fine motor skills such as using peg boards, colouring, painting and threading. Developing good motor skills (fine and gross) is essential to build muscle control which is necessary for handwriting etc. We would like to remind parents that a PE kit is needed in school at all times. Please send in a pair of black PE shorts, white t-shirt and plimsolls in a drawstring bag. These get sent home every half term to be washed.

We would also ask you to check that all items of clothing, including PE kit, are named and that plimsolls fit correctly. **Please could you ensure that your child does not wear jewellery especially earrings and that long hair is tied back in order to comply with health and safety guidelines.**

## Specific areas of learning

These will be taught alongside the Prime areas.

## Literacy

The children will have a planned approach to learning their letters and sounds. They will have a daily 30min session which consists of learning a new sound and practicing those already learnt. This will provide the children with the skills they need to read and write. Children will continue to bring home a book to share with an adult and will start to bring home a book from our structured reading scheme for them to read. It is important that your child reads every day. The children will be encouraged to write independently throughout their day which will be linked to a variety of activities, such as writing a parking ticket dressed up as a traffic warden.

**A reading meeting will be held on Tuesday 28<sup>th</sup> September at 2pm in the KS1 hall. The gate will be opened at 1.50pm** (this is subject to change if infection rates keep rising – we will inform you if this is the case). After the meeting you will be invited back to class to spend time with your

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child doing some phonics activities. The session will last until 2.55 pm. Letters will be sent out next term

### **Mathematics**

This term we will be concentrating on number recognition, patterns and 2D shapes. The children will have a daily mathematics session and have the opportunity to access an aspect of mathematics throughout the day. It is important that your child learns to write numbers to 10 correctly.

### **Understanding of the World**

A lot of our learning is taught through exploring the world around us. We encourage children to investigate places, objects, materials and living things using all of their senses as appropriate. We celebrate many occasions in school - Birthdays, Harvest, Christmas, Chinese New Year etc. Children in the Foundation Stage attend celebration assembly once a week where two children from each class are rewarded with a celebration certificate.

### **Expressive Arts and Design**

We will build upon cutting, sticking, drawing and painting skills. The children will have opportunities to explore colour mixing, collage and a variety of different media. They can access a variety of creative activities throughout the day as well as a directed creative task once a week. This area of the curriculum covers art, music, movement and dance.

### **Activity Pack**

Your child may come home requesting certain information relevant to our topic and we would appreciate your cooperation with this. Reading is your child's main activity each day. We ask you to sign the reading record booklet when you have read with your child including the book title (even if they are reading their own books!) Children will also receive an activity pack which will contain a mathematics or literacy activity each week that you can complete with your child.

### **AOB**

As part of our daily routine your child will have the opportunity to go outside every day. As we approach winter could we remind you to send in outdoor clothing every day such as a waterproof coat, gloves, scarf and a hat. Please ensure that all your child's belongings are clearly labelled with your child's full name. It would be very helpful if your child had a spare set of clothes, including underwear, in their PE bags in case of any accidents.

We look forward to working with you in a partnership to make your child's time in Foundation Stage a happy and productive learning experience.

Yours sincerely

Mrs Timothy  
Class Teacher

Mrs J Vickers  
Class Teacher and Foundation Stage Lead

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